

Job Description and Person Specification



This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.

Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.

SECTION A: Role Profile

Post Title	Apprentice Public Health Analyst	Post No	New
Directorate	Public Health		
Division	Public Health Intelligence		
Band and Salary	Band E £38,220 to £44,075 per annum. Incremental progression is subject to performance.		
Responsible to	Senior Public Health Analyst		
Location	Council House		
DBS Check	Not Applicable		
Fixed Term Contract	This is a fixed term contract for a period of 3 years. Funding has been secured for the 3 year apprenticeship.		
Special Conditions	This 36 month apprenticeship includes a taught element (6 hours per week) alongside on the job training and development		

Role Purpose

The apprenticeship is designed to provide Health and Care Intelligence analysts with a blend of practical and theoretical knowledge necessary to produce insights and deliver advanced analytics which impact strategic and operational levels. Apprentices will learn how to design studies in population health, public health and epidemiology and lead on analytical projects that will improve implementation of services and inform evidence-based decision making and policy across health and social care. They will obtain and work with existing health and care data and also have responsibility for designing or carrying out bespoke data collections when required.

Further details of the taught elements can be found here: [Health & Care Intelligence Specialist Apprenticeship Level 7 - JGA - Developing Futures \(jga-group.com\)](https://www.jga-group.com/health-care-intelligence-specialist-apprenticeship-level-7)

An overview of the apprenticeship can be found here: [Health and care intelligence specialist / Institute for Apprenticeships and Technical Education](https://www.institute-for-apprenticeships.com/health-and-care-intelligence-specialist/)

Role Responsibilities

This is a list of the main duties or tasks that the post holder will be expected to undertake alongside taught modules and project work required by the apprenticeship programme.

Use of public health intelligence to survey and assess a population's health and wellbeing

- Lead on the linking, analysis and interpretation of complex health, care and population data* using the most appropriate specialist health analytical, epidemiological and biostatistical techniques; and draw meaningful conclusions to understand the factors that influence population health, inequalities and the planning and delivery of health and care services. Specialist health analytical techniques may include the use of modelling and forecasting. *Examples of complex data include Hospital Episode Statistics, Read coded primary care data and global burden of disease data.
- To facilitate the use of the best available evidence base to support the assessment of health needs, health inequalities, health impact assessment, health equity audit and the identification of priorities for public health action
- Advise on the investigation of patterns and variations in determinants, diseases, conditions influencing health and care outcomes and service evaluations. This will require the use of appropriate study designs and methodologies and appropriate liaison with specialist agencies.
- Support the ongoing maintenance and development of local public health surveillance systems ensuring that local trends are monitored effectively.
- Lead the delivery of multiple complex health and care intelligence projects, reviewing and adjusting priorities to meet changing organisational needs.

Assessing the evidence of effectiveness of interventions, programmes and services intended to improve the health or wellbeing of individuals or populations

- To provide specialist health intelligence advice to support and inform the delivery of high-quality evidence based public health programmes and services
- To maintain a specialist knowledge of the current public health evidence base for designated work areas

Policy and strategy development and implementation

- Conduct analysis and provide health intelligence advice to support the development, implementation and evaluation of long-term multi-agency plans and strategies to achieve health gain for the local population based on identification of areas of potential health improvement, the diversity of local needs and the reduction of inequalities.

Leadership and collaborative working for health

- Work in partnership with statutory, non-statutory, voluntary and private sectors to promote effective collaborative working to achieve shared health improvement priorities.
- Lead the interpretation and presentation of health and care intelligence outputs to a variety of technical and non-technical audiences, including senior decision makers in the NHS and local government. This is likely to include the use of interactive visualisation tools and other related software.
- Support the development, implementation and evaluation of long-term public health plans and strategies, impacting on a range of community agencies and strategic partnerships to improve health and reduce local health inequalities.
- Lead the establishment and development of excellent working relationships with health and care system partners, colleagues and the wider team. System partners are likely to be wide ranging and could include health and wellbeing boards, academics, private and third sector organisations as well as NHS and other public services.
- Facilitate public involvement and consultation exercises on designated issues, promoting dialogue with community groups and working in partnership with public involvement leads.

- Provide professional leadership for health and care intelligence, embedding and shaping an evidence-led culture and influencing organisational strategy and the organisation or structure of health and care analytical teams including making the case for appropriate resourcing and development of analytical functions and systems.

Health Improvement, Determinants of Health, and Health Communication

- Provide health intelligence support to facilitate the commissioning of designated health improvement programmes, ensuring that they effectively target vulnerable groups to reduce local health inequalities.
- Contribute expertise to the preparation of technical documents such as analytical reports, and organisational policy documents, audits and performance reports.

Health Protection

- Contribute to the organisational response to public health emergencies including communicable disease outbreaks and major incidents involving chemical, biological or radiological hazards
- Support the development and implementation of policies which protect the health of the population in relation to communicable disease and environmental hazards applicable to designated work areas.
- Support the surveillance of communicable disease and environmental hazards at a local level

Health Care Public Health

- Through analysis of health and care data, support the improvement in the efficiency, effectiveness, safety, reliability, responsiveness and equity of health and care services through applying insights from multiple sources including formal research, health surveillance, needs analysis, service monitoring and evaluation.

Public Health Intelligence (Knowledge and Intelligence)

- Support the presentation and communication of public health data in a way that promotes understanding of complex issues, to a wide range of audiences influences decision-making and supports community engagement.
- Support the process of identifying robust health outcome measures to monitor and evaluation public health interventions
- Develop and maintain an appropriate level of technical skill in managing and manipulating public health information databases in relation to designated work areas

Research and Development

- Search for and critically appraise relevant evidence and scientific research on health and care intelligence, health determinants and interventions to improve population health or the delivery of care. Formulate specific recommendations based on the interpretation of both data and the appraised evidence.
- Seek out, promote and implement evidence-based practice informed by current research
- Support the commissioning of public health research and audit of services in lead areas, including Health Equity Audits, Health Needs Assessments, Public Consultation and evaluative research surveys to inform the delivery of equitable and effective services.
- Lead the design and implementation of health and care surveys, disease surveillance tools and instruments, and service evaluation tools.

Service Improvement

- Advise colleagues, on the design requirements of the most appropriate information systems for holding, linking and analysis of sensitive health and care data and for population health surveillance.
- Performance monitoring of public health services and programmes, to enable identification of areas of poor performance and the delivery of recovery plans to improve service outcomes

- Provide health and care intelligence to support evidence-based commissioning and the prioritisation of health and social care services for the population in order to maximise health outcomes.

Ethically managing self, people and resources

- Manage a varying and unpredictable workload to meet the needs of the Directorate
- Participate in continuing professional development in accordance with an agreed personal development plan.
- Deal effectively with conflict within the team and with partner organisations to gain and maintain good working relationships.

Human Resources

- To be responsible for ensuring that own annual performance review in line with the OCC Policy is completed and that there is an up-to-date Personal Development Plan.
- To be responsible for own professional development and to participate in the organisational Performance Review Process.
- Develop the analytical and the health and care intelligence skills and knowledge of others (including non-technical staff) in the health and care system through demonstration and promotion of best practice.

Physical Skills, Physical Effort and Mental Effort

- To be competent in using a keyboard and basic IT packages.
- Concentration effort required in the development and analysis of public health reports.

Information

- To be responsible for maintaining the confidentiality of data or any personally identifiable information, complying with all Data Security Policy's required for the role.
- To be responsible for addressing all training needs of yourself and this should be done in line with organisational policy.
- Advise on compliance with health and care information governance standards and legislation.

Code of Conduct

- Post holders are expected to comply with organisational schemes of delegation, standing financial instructions, policies, procedures and guidelines.

Equal Opportunities/Diversity

- The organisation is committed to an Equal Opportunities Policy which affirms that all staff should be afforded equality of treatment and opportunity in employment irrespective of sex, sexuality, age, marital status, ethnic origin or disability. All staff are required to observe this policy in their behaviour to their behaviour to other employees and service users.

Section B: Person Specification

	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	Candidates must meet the Level 7 Health and Social Care Intelligence Specialist eligibility criteria: JGA-Health-and-Care-Intelligence-Specialist-Apprenticeship-Course-and-Eligibility-Guide-1.pdf Educated to degree level in a subject requiring statistical and analytical techniques or equivalent training. The apprenticeship is not suitable for those who hold a public health degree or are educated higher than a master's degree level.		e.g. Certificates Application Interview Assessment
Experience & Knowledge	Worked in NHS, Local Government, or other relevant information environment	Knowledge of public health, health information, statistics, and epidemiology	Application
Skills & Abilities	Good oral and written communication skills		Interview
	Ability to undertake specific statistical analyses; using appropriate software e.g. Excel, SQL Server Management Studio		Application/Test
	Ability to present and communicate analyses of data to people from a wide variety of backgrounds and professions		Interview, Test
	Ability to advise colleagues from non-analytical backgrounds on appropriate tools for undertaking data analysis		Interview
	Ability to design and undertake information analysis		Interview, Test

Our Behaviours	Ambitious – take ownership and look for ways to make things better, while being aware of risk and cost; aim high and encourage yourself and others to do your best; look for and share ideas to improve how things are done; actively seek out information, evidence and good practice to promote fairness, inclusion and better outcomes for everyone. When leading and managing others – you will help your team see how their work contributes to the Council's goals; acknowledge and celebrate individual and team success; make sure your team has what they need to do their job well; support your team to use resources wisely and work in inclusive, equitable ways.		Interview
	Adaptable – keep an open mind to new ideas and change and be flexible in how you work; take the lead in finding solutions; listen to feedback and use it to improve; learn from what works and what doesn't, adjusting your approach as needed, considering different experiences and viewpoints. When leading and managing others – you will be a role model by showing a positive attitude towards change; encourage your team to try new ideas and support them to learn from the outcomes; help your team navigate change by listening to their concerns and supporting them to move forward.		Interview
	Respectful - treat everyone fairly and in a supportive way; value and consider different viewpoints and lived experiences; actively listen and engage in respectful challenge when needed. When leading and managing others – actively listen and encourage open dialogue in your team; promote inclusion by supporting your team to consider different perspectives; encourage collaboration across teams to broaden understanding and respect for others.		Interview
	Trustworthy – honour your commitments and be transparent if things change; communicate openly and honestly, especially when faced with challenges or limitations; take responsibility for your actions and use mistakes as opportunities to grow and learn. When leading and managing others – communicate clearly, openly and consistently with your team; take ownership for decisions and learn from mistakes; support the wellbeing of your team by offering guidance and showing care.		Interview
Other Requirements	CPD (Continuing Professional Development) relevant to the role		Application Interview
	Willingness to undertake the level 7 Health and Care Intelligence Specialist apprenticeship		Application

Compiled/Reviewed by	Lucie Rowson
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Section C: Additional Information

Corporate Parent Responsibilities

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

Health and Safety

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council's Corporate Health and Safety Policy and any local safety procedures.

Information Management

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

Training and Development

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

Solihull Behavioural Framework

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

Mobility

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

Variations to Job Descriptions

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.